

**Elmendorf AFB Clubs**

**Catering Guide**



## GENERAL INFORMATION

This guide is designed to help make your event a very special one. All goods and services we offer are listed here, but that doesn't mean if it isn't here, it's unavailable. Let us know your special needs. Anything from a menu with your special recipes to a special dinner catered to your home can be accomplished. This is your club and we are anxious to do as much as we can for you.

A successful party results from careful planning by the host and the caterer. You may rest assured that when your special function contract is signed, you will have received the very best.

Arranging your special function with us will be an enjoyable experience. You have dedicated staff in both clubs that can help you with arranging your special event. Your club staff can show you special function rooms, discuss menus and prices, and make an appointment with our caterer for you. One stop shopping can be accomplished for your convenience, too. Once you decide on your menu, just fax your requirements to your caterer. Your caterer will prepare the contract and fax it back to you. Check the contract to insure our details are correct, and fax a signed copy back. You may pay on the night of the function or the next business day.

Your caterer is located in the Susitna Club on the corner of 6th and L (bldg. 9580). Hours are Mon-Tue 0900-1400, Wed-Fri 0900-1600. Phone numbers are 753-3131 and 552-2345. Fax number is 753-4288.

**Special Requirements** – If you have a special menu requirement, let your caterer know. Your chef is among the best in Anchorage and can prepare anything you like.

We sincerely appreciate the opportunity to serve you and your guests. Our reputation for superb food and service is second to none and with your continued support, we shall continue to provide the best quality at the best prices.

## GUARANTEES

We must be provided a minimum guarantee of the number of guests to be served by noon, two days in advance of the special function. The host/hostess agrees to pay for all guests who attend, but not less than 95% of the guaranteed number. The member signing the special functions contract is responsible for payment. Cancellations or additions to special functions will not be accepted by us except through the host/sponsor. For functions held during other than normal hours of operation, a \$50 per hour fee will apply. (For a \$1,000.00 minimum, there will be no \$50 hourly fee. For functions under \$1,000.00, the \$50.00 hour fee will apply.)

## MENU SELECTION

Some menus must be selected three weeks prior to the function.

## SERVICE CHARGE

- A 15% service charge applies to all on premise catering.
- A 23% service charge applies to all off-premise catering.

# GENERAL INFORMATION

## DISCOUNTS

- Quantity discounts are available for served meals or dinner buffets.
  - 5% for over 200 guests
  - 10% for over 300 guests

## TIMING

Timing is very important, to both the sponsor and the club. The times you indicate on the party contract for your function is the timetable you expect us to meet. Proper food preparation and service requires exact timing and planning to get the food to the customer at the peak of its flavor and eye appeal. If you must delay any portion of the function, the club staff must be informed at the earliest possible time.

## BASE ENTRY

It's the responsibility of the host/sponsor to notify the security police at least three days in advance with a list of attendees (in alphabetical order) in three copies. See the last page in this guide for your checklist.

## PAYMENT

**Payment can be made by:**

- Cash • Check • Charge— Club Card, Visa, MasterCard, American Express
- Pro Rata— List the guests who wish to charge. The list consists of guest's name, signature, charge card number, expiration date and amount to be charged.

- **THE PRO RATA LIST MUST BE SUMITTED NO LATER THAN THE DAY OF THE FUNCTION.**



## ROOM CAPACITIES

## SUSITNA CLUB

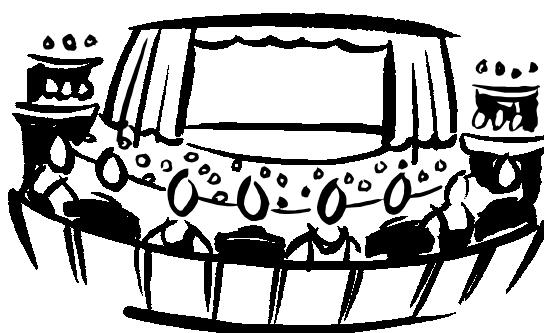
	SIT DOWN	STAND UP	BUFFET
Ballroom	300	400	270
Daedalian	80	100	60
Turnagain	20	30	—
Denali	20	30	—
Midnight Sun	30	40	—
Sheldon	30	40	—
Denali - Midnight Sun	50	70	—
Midnight Sun - Sheldon	80	100	60
Denali - Midnight Sun - Sheldon	100	150	80
Caribou	140	—	140
Ballroom - Caribou	440	—	410

## KASHIM CLUB

Glacier	350	400	270
Yukon Room	50	70	—
Ptarmigan	20	30	—
McKinley	30	40	—

## SIX MILE CHALET

First Floor	105	225	80
Second Floor	126	270	80



• Lounges are also available. Ask your caterer for information.

# RENTALS

## RENTALS

### LINENS

• Napkins	.50 each
• Table Cloths Square	2.00
• Table Cloths Round	5.00
• Table Skirts with Clips	25.00

### SILVERWARE

• Per Dozen			3.00
• Salad Fork	• Dinner Fork	• Knife	
• Tea Spoon	• Soup Spoon		

### GLASSWARE

• Per Dozen		3.00
• Water Glass	• Wine Glass	• Punch Cups
• Bar Glass	• Champagne Glass	

### BEVERAGE CONTAINERS

• Pitcher	1.50
• Coffee Pot with warmer	5.00
• Wine Carafe	1.50
• Punch Bowl with Ladle	5.00

### CHINA

• Per Dozen		6.00
• Salad Plate	• Dinner Plate	• B & B Plate
• Cup & Saucer	• Dessert Plate	• Soup Cup

### UTENSILS

• Tongs	.50
• Spoon	.50
• Spatula	.50

### FURNITURE

• Banquet Table 6' or 8'	5.00
• Stack Chairs	2.00
• Chafers with Sterno	20.00

### LINEN COLORS

• red	• white	• green
• blue	• beige	• rust
• gray	• brown	• peach
• teal	• mauve	• burgundy
• vanilla	• lt. blue	• periwinkle

### SKIRT COLORS

• red	• brown	• white
• blue	• gold	• beige
• peach	• grey	• burgundy
• seafoam green	• patriotic	

# SERVED BREAKFASTS

## SERVED BREAKFASTS

### BREAKFAST #1

Scrambled Eggs  
Choice of Sausage, Ham, Bacon or Chipped Beef  
Hash Browns  
Biscuits or Toast  
Butter & Jelly  
Juice  
Coffee & Tea



### BREAKFAST #2

Scrambled Eggs  
Steak  
Hash Browns  
Biscuits or Toast  
Butter & Jelly  
Juice  
Coffee & Tea

### BREAKFAST BUFFET (minimum of 25)

- As above, but with two types of Scrambled Eggs and choice of one meat, two meats, or three meats.



# LUNCHEONS

## LUNCHEONS

All Hot Lunches served with rolls & butter, salad, choice of two vegetables, and coffee/tea.

### SERVED LUNCH (HOT)

- Grilled Chicken Breast
- Marinated Chicken Breast
- Halibut
  - Grilled
  - Baked
  - Halibut Olympia (club specialty)
- Salmon
  - Grilled
  - Baked
- Roast Turkey and Dressing
- Chicken Stir Fry
- Beef Stroganoff
- Beef Stir Fry

### VEGETABLE CHOICES

rice pilaf  
 buttered corn  
 vegetable medley  
 green beans almondine  
 glazed carrots w/walnuts  
 wild rice  
 whipped potato  
 oven roasted potato  
 parmesan noodles  
 candied yams  
 green peas & mushrooms



### SERVED LUNCH (CHILLED)

Served with rolls & butter, coffee and tea

- Alaska Coastal Salad
- Chef's Salad
- Tuna Salad stuffed in Tomato
- Chicken Salad stuffed in Tomato
- Grilled Chicken Salad
- Ham or Turkey and Cheese served on a croissant, kaiser roll, wheat or rye with potato or macaroni salad or chips

Color coded place cards must be supplied by sponsor to identify the different entrees.

**Split Menu:** A Two Entree selection can be made.

**Catered Lunches served at Six Mile Chalet are limited to a minimum of 25.**

# DINNERS

All Dinners served with rolls & butter, salad, choice of two vegetables, and coffee/tea.

## SERVED DINNERS

- Prime Rib (prepared medium rare)
- New York Steak
- Roast Tenderloin
- Chicken Cordon Bleu
- Grilled Chicken Breast
- Marinated Chicken Breast
- Halibut
  - Grilled
  - Baked
- Salmon
  - Grilled
  - Baked
- Surf & Turf
  - Tenderloin with Halibut or Salmon
- Beef & Bird
  - Tenderloin with Chicken Breast
- Roast Turkey & Dressing
- Surf & Bird
  - Halibut or Salmon with Chicken Breast

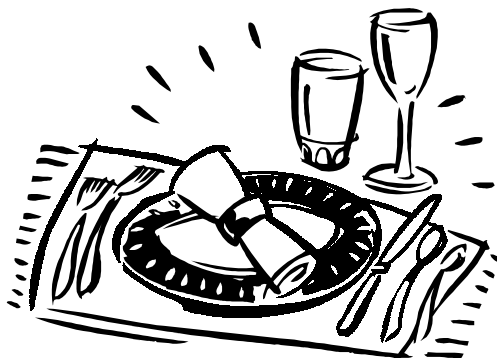
## VEGETABLE CHOICES

rice pilaf  
 buttered corn  
 vegetable medley  
 green beans almondine  
 glazed carrots w/walnuts  
 wild rice  
 whipped potato  
 oven roasted potato  
 parsleyed noodles  
 candied yams  
 green peas & mushrooms

**Split Menu:** A two entree selection can be made.

**Color coded place cards must be supplied by sponsor to identify the different entrees.**

**Catered Dinners served at Six Mile Chalet are limited to a minimum of 25.**





## DINNER BUFFETS

(minimum 50 guests)

CHOOSE ONE, TWO OR THREE ENTREES:

ENTREES: (Comes with rolls/butter/coffee/tea)

Baron of Beef

Stroganoff

Herb Baked Chicken

Roast Turkey

Chicken in White Wine Sauce

BBQ Chicken

Oriental Beef

Seafood Newburg

Baked Whole Halibut

Beef Burgundy

Ham

Oriental Chicken

BBQ Ribs



SALADS: (CHOICE OF TWO)

Tossed Green

Cole Slaw

Pasta

Macaroni

Potato

Waldorf

Three Bean

Caesar

VEGETABLES: (CHOICE OF THREE)

Buttered Corn

Vegetable Medley

Green Beans Almondine

Glazed Carrots w/ Walnuts

Wild Rice

Candied Yams

Parslied Potato



Whipped Potato with Gravy

Whole New Potato

Oven Roasted Potato

Parslied Noodles

Rice Pilaf

Green peas with Mushrooms

Scalloped Potato

SPECIALTY BUFFETS

• **Potato Bar**

- One pound potato with six toppings
- Tossed Salad

• **Italian**

Lasagna  
Chicken Cacciatore  
Pasta with Meat Sauce  
Mixed Italian Vegetables

Tossed Salad  
Garlic Bread  
Bread Sticks  
Pasta Salad

• **Oriental**

Sweet & Sour Pork or Chicken  
Beef or Chicken Teriyaki  
Fried Rice

Egg Rolls  
Stir Fry Vegetables  
Tossed Salad

• **Western**

BBQ Chicken  
BBQ Ribs  
Baked Beans  
Green Beans

Potato Salad  
or Macaroni Salad  
Tossed Salad  
Corn Bread or Rolls



# DESSERTS

## DESSERTS

Cakes

Specialty Cake

Sherbert

Fruit Cocktail

Pies

Ice Cream

Liquor Parfait

Fresh Fruit

Cheesecake

Frozen Yogurt

Mousse

\* Ask about our Specialty Cakes!



# CONFERENCE PACKAGES

## CONFERENCE PACKAGES

### THE AM

Assorted Baked Pastries  
Coffee & Tea  
Ice Water



### THE PM

Assorted Cookies or  
Fresh Whole Fruit  
Coffee & Tea  
Ice Water  
Soda



### THE VIP ALL DAY

#### MORNING

Assorted Baked Pastries  
Coffee & Tea  
Ice Water  
Juice

#### LUNCH

Soup of the Day or Sherbert  
Sandwich with Chips

#### AFTERNOON

Assorted Cookies or Fresh Whole Fruit  
Coffee & Tea  
Sodas  
Ice Water

### THE DELUXE ALL DAY

#### MORNING

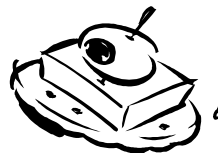
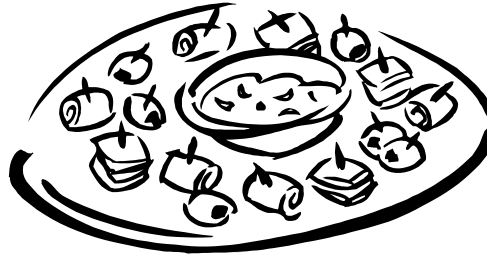
Assorted Baked Pastries  
Coffee & Tea  
Ice Water

#### AFTERNOON

Assorted Cookies or Fresh Whole Fruit  
Coffee & Tea  
Sodas  
Ice Water

# HORS D'OEUVRES

- 1 • Whole Poached Salmon by the pound
- 2 • Baron of Beef with Carver
- 3 • Whole Baked Halibut with Server
- 4 • Cold Smoked Teriyaki Salmon by the pound
- 5 • Baked Brie en Croute, served with French Bread
- 6 • Chicken Drumettes by the pound – Teriyaki, BBQ or Fried
- 7 • Mini Quiche by the dozen
- 8 • Deluxe Cheese Tray – A mix of imported & domestic cheeses by the pound
- 9 • Fresh Peeled Shrimp by the pound
- 10 • Finger Sandwiches
  - Chicken Salad
  - Ham Salad
  - Cucumber
- 11 • Meat Trays by the pound – Ham, Beef, Turkey with rolls & condiments – any combination
- 12 • Cheese Trays by the pound
  - Sliced Cheese with Crackers
  - Cheese Cube Tray with Crackers
- 13 • Cheese Log with Crackers
- 14 • Crab Log with Crackers
  - Shrimp Log
  - Salmon Log
- 15 • Meatballs by the dozen
  - Swedish
  - BBQ
  - Sweet & Sour
  - Teriyaki
- 16 • Deep Fried Breaded Mushrooms by the pound
- 17 • Egg rolls by the dozen
- 18 • Hot Wings by the pound
- 19 • Deviled Egg Halves by the dozen
- 20 • Vegetable Tray by the pound
- 21 • Fresh Fruit Tray by the pound
- 22 • Chips
  - Potato Chips with Dip
  - Tortilla Chips with Chili Con Queso or Salsa Dip
- 23 • Assorted Crackers with Shrimp or Salmon Dip
- 24 • Streudel by the dozen
- 25 • Mini Muffins by the dozen
- 26 • Croissant by the dozen
- 27 • Salmon Pinwheels by the dozen
- 28 • Chocolate Dipped Strawberries
- 29 • Petifores
- 30 • Cream Puffs
- 31 • Fruit Tart
- 32 • Cookies
- 33 • Fried Calamari
- 34 • Chicken Yakatori



# BEVERAGES

## BEVERAGES

### KEG BEER

- *On & Off Premise* –
  - American
  - Micro Brew

### BOTTLED BEER

- American
- Micro Brew
- Imported



### SODA

### ICE TEA BY THE CARAFE

### COFFEE & TEA SERVICE

- Large 55 cents a cup
- Small 10 cents a cup

### JUICE BY THE CARAFE

### PUNCH

- Fruit Punch
- Champagne Punch
- Egg Nog
- Hot Spiced Cider

### WINE

- House Wine by the Carafe —  
Chardonnay, White Zinfandel & Cabaret Sauvignon

### CHAMPAGNE

- House
- Non Alcoholic Sparkling Cider
- Any special order beverage must be purchased by the case.



### OPEN BAR & PAY AS YOU GO BAR:

A pay as you go type bar is one in which the guest pays for their drinks as they are ordered. An open bar is one in which the bartender keeps a running tab opened until the sponsor wishes to close the tab and that bill will be applied to the special function contract. Portable Bar Fee \$100.

# WEDDINGS

## WEDDING FEES

Denali	\$ 50
Midnight Sun	\$ 50
Sheldon	\$ 50
Yukon	\$ 50
Ptarmigan	\$ 50
McKinley	\$ 50
Cave	\$100
Lounge	\$100
Daedalian Room	\$125
Caribou	\$125
Glacier	\$250
Ballroom	\$250
Six Mile Chalet	\$200



## FUNCTION CHECKLIST

1. PLEASE fill out this form accurately and completely. We solicit your cooperation so your function can be a memorable one.

2. Security Police must receive the original + 1 copy per gate utilized, no later than 3 days prior to the function. You may personally stop by the 3rd Security Squadron at Building 2-900 or mail the forms to:

3rd Security Police Squadron  
Law Enforcement Section  
2900 9th Street  
Elemendorf AFB, AK 99506-5000

FUNCTION AND DATE: \_\_\_\_\_

PLACE: \_\_\_\_\_

TIME: \_\_\_\_\_ TO: \_\_\_\_\_

PROJECT OFFICER (SPONSOR) \_\_\_\_\_ (HP) \_\_\_\_\_ (WP) \_\_\_\_\_

\*\*GATES TO BE UTILIZED \_\_\_\_\_

G-1 (MULDOON) G-2 (BONIFACE) G-3 (POST ROAD) G-4 (GOVT. HILL)

\*\*Gates 2 & 4 are open 24 hours a day, 7 days a week. Gate 1 is open 0600-2130 on weekdays and closed on weekends and holidays. Gate 3 is open 7 days a week 0600-2300. (Subject to change without notice)

If there are any questions, please feel free to call Security Police law Enforcement Operations at 552-3421, fax # 552-5785

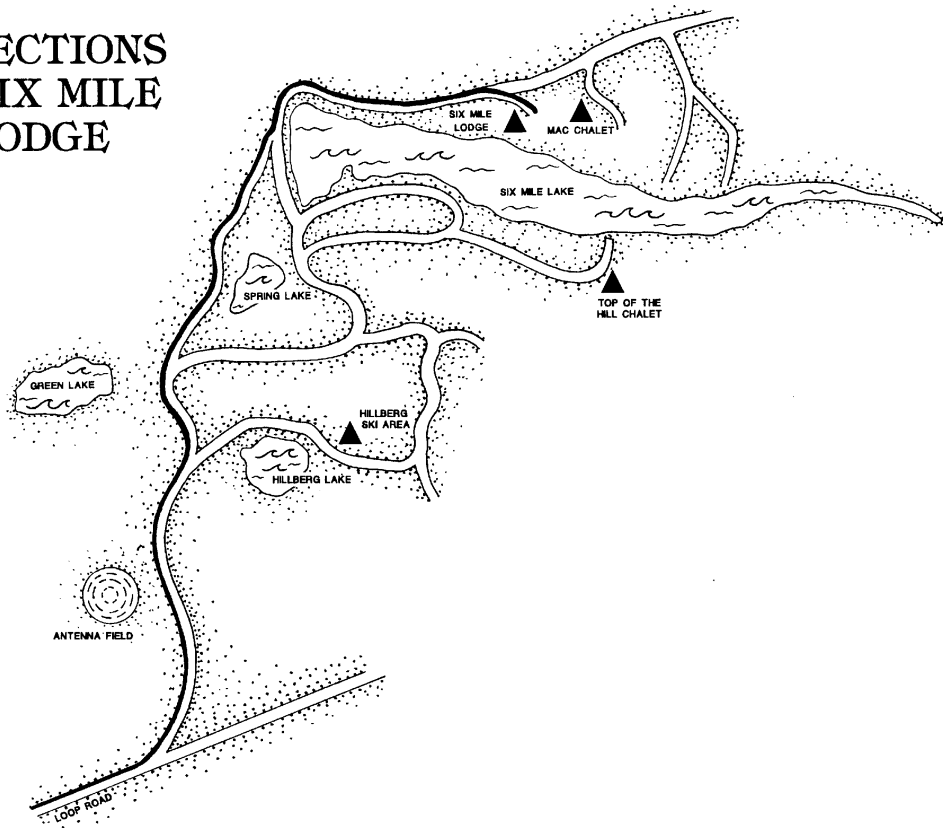
## GUEST LIST

(Please type or print legibly, in alphabetical order. If you are unable to provide a guest list, contact Security Police immediately at 552-2132.

LAST NAME, FIRST MI

(REVERSE MAY BE USED IF MORE ROOM IS NEEDED)

# DIRECTIONS TO SIX MILE LODGE



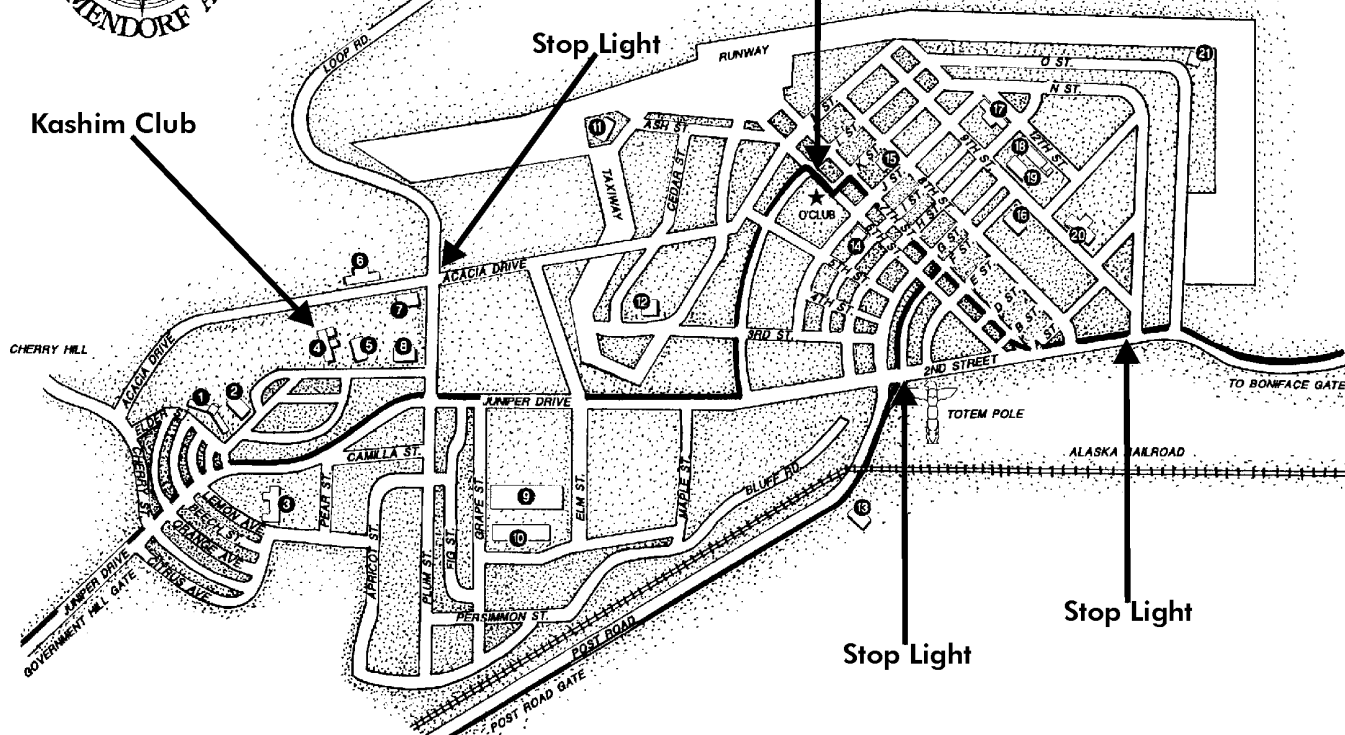
See below for  
directions to  
Six Mile Lodge

TO SIX MILE LODGE

Officers' Club  
(corner of 6th & L)

Stop Light

Kashim Club



Stop Light

Stop Light



# INFORMATION & QUESTIONS

Name of Facility:

Physical Address:

Mailing Address: Elmendorf Clubs, P.O. Box 205, Elmendorf AFB, AK 99506-0205

Daytime phone (907) 552-2345 • Alternate phone (907) 753-3131 • Fax number (907) 753-4288

1. When does the menu need to be placed? Three weeks prior to the date of the event.
2. When is the head count needed? 48 hours prior to the date of event.
3. When is the earliest we can decorate? After 1:00 p.m. the day of the event.
4. Can we bring any food into the club? No, only a wedding cake or ceremonial cake.
5. Can we contract for a band or disc jockey? Yes, you may bring in a band/ disc jockey.
6. What time can the cake be delivered? Recommend no earlier than 3 hours prior to event.
7. What time can the band/ DJ set up? Recommend no earlier than 4 hours prior.
8. How do we get our guests through the gate? Back of brochure is a function checklist to provide the 3rd Security Forces Squadron @ 552-3421.
9. Does the club provide coat checkers? Yes, you may request a coat checker. The coat checkers we use are high school students who work on a volunteer basis for tips only.
10. Is silverware provided on Hors D'oeuvres? No, but forks are provided for the fruit tray.
11. Is China and Glassware provided? Yes, for all functions held in the Susitna and Kashim Club.
12. Are Table Skirts and Linens provided? Tablecloths are provided for all tables. Skirts are only provided for food and or beverage tables.
13. Are Napkins provided? Linen napkins are provided for sit down meals and dinner buffets. Paper cocktail napkins are provided for Hors D'oeuvre functions.
14. Is a podium and microphone needed? YES NO
15. Is a sign in/check in table needed? YES NO
16. Will there be a seating chart? If so, it is the responsibility of the sponsor, and they must bring their own table numbers.
17. If dessert, will there be a break after dinner? Dessert will be served after the break, or will dessert follow dinner, with no break?  
(Please circle one)
18. The collection of cash and credit card numbers is the responsibility of the POC, and also to ensure Member Value Pricing is enforced.
19. If a split menu (two entree choice dinner) is served, it is the responsibility of the POC to color code the place card setting to ensure servers know what meal to serve at each setting.
20. Is there a requirement for a bar? YES NO  
If so, be advised that a \$100.00 set up fee is required. No set up fee if the main lounge of the Susitna Club is to be used and no fee if the normal bar at the Kashim Club is used.
21. Special table decorations, other than what the club has in stock is the responsibility of the sponsor.
22. Sponsor will be liable for no less than 95% of the guaranteed number called in 48 hours prior.
23. Place cards to designate seating at tables is the responsibility of the sponsor.
24. If special room decorations are required, they are the responsibility of the sponsor. However, the sponsor must check with the catering office in advance for availability.